


DEPARTMENT OF PERSONNEL & ADMINISTRATION 	HIPAA Policy No.	13
	Current Effective Date	January 23, 2007
	Original Effective Date	January 23, 2007
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT	Approved by: David M. Kaye	
INFORMATION SYSTEM ACTIVITY REVIEW	Date: <i>1/19/07</i>	

I. Purpose

To ensure the implementation of procedures to review on a regular basis records of information system activity, such as audit logs, access reports, and security incident tracking reports.

II. Policy

It is the policy of the Department of Personnel and Administration (DPA) to review on a regular basis activity records of all information systems that contain ePHI or through which ePHI can be accessed, as required by the HIPAA Security Rule, so as to prevent, detect, contain, and correct security violations. Activity records include, but are not limited to, audit logs, access reports, and security incident tracking reports.

DPA's Information Technology Unit (ITU) is responsible for developing and implementing procedures for reviewing system activity. ITU will review the procedures on an annual basis, or more often if circumstances require, providing a copy of all changes to DPA's HIPAA Compliance Officer. If no changes are made when the procedures are reviewed, the review must be documented and the HIPAA Compliance Officer notified by e-mail that a review was performed and no changes made.

III. Procedures

To be developed by ITU in accordance with statewide requirements and with input from DPA's HIPAA Compliance Officer.

IV. Definitions/Abbreviations

None

V. Revision History

<u>Date</u>	<u>Description</u>
January 23, 2007	Original document

VII. References/Citations

<u>HIPAA Security Rule</u>	
45 CFR 164.308(a)(1)(ii)(D)	Information System Activity Review